

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1704***

**FLSA: Exempt**

**CLASSIFICATION TITLE: M. P. O. COORDINATOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to coordinate regional transportation activities and long-range transportation programs for the Chattanooga Urban Metropolitan Planning Organization.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Coordinates regional transportation activities and long-range transportation programs for the Chattanooga Urban Metropolitan Planning Organization (M.P.O.), with special emphasis on achieving compliance with all relevant federal and state transportation regulations and policies.

Provides technical expertise to project teams, client organizations, elected officials, and other staff; advises supervisors, elected officials, and other staff on relevant state/federal policies; makes oral presentations to various groups; answers questions from citizens.

Prepares annual M.P.O. budget for regional transportation projects and Transportation Improvement Program; monitors transportation expenditures; analyzes available transportation funding and makes recommendations for projects to be funded.

Prepares transportation reports required by state and federal governments; submits reports to appropriate agencies or individuals.

Coordinates transportation projects; prepares requests for proposal for transportation projects; reviews proposals from consultants and makes recommendations for selection; coordinates consultant contracts; monitors progress of transportation projects to ensure compliance with regulations and with terms of contracts; monitors work performed by contractors; coordinates transportation-related projects assigned to other senior planning staff.

Performs administrative work in support of Metropolitan Planning Organization (M.P.O.); prepares agendas, resolutions, and other documents for M.P.O. review and approval; coordinates preparation for M.P.O. meetings; edits meeting minutes.

Administers contracts with Tennessee and Georgia; prepares quarterly progress reports to be sent to Tennessee Department of Transportation and Georgia Department of Transportation for payment of services.

Monitors zoning changes and development in assigned district; reviews zoning cases in the field; makes recommendations on zoning cases.

Prepares various transportation plans; prepares long range plans relating to transportation projects.

Conducts research on transportation planning practices and policies; writes position papers.

Prepares or completes various forms, reports, correspondence, project reports, long-range plans, budget documents, position papers, agendas, resolutions, contracts, requests for proposal, flow charts, schedules, presentations, drawings, or other documents.

Receives various forms, reports, correspondence, funding requests, expenditure reports, consultant proposals, contracts, rezoning cases, engineering drawings, meeting minutes, time sheets, laws, regulations, ordinances, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, presentation, traffic modeling, or other software programs.

Maintains records of transportation files and related work activities.

Communicates with supervisor, employees, other departments, city officials, consultants, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends staff meetings, public hearings, Commission meetings, and other meetings.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs miscellaneous tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, or setting up rooms for meetings.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Minimum Bachelor's degree in Planning, Engineering, or Public Administration with Master's level course work in the field; Master's degree strongly preferred; supplemented by three (3) years previous experience and/or training that includes transportation planning, project management, federal program compliance, and budget development; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.